

## Senior Manager, Human Resources



<b>Job Code</b>	20000143	<b>Job Family</b>	Senior Manager	<b>Leader</b>	
<b>Department</b>	Human Resources	<b>Reports to</b>	Chief Human Resources Officer	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2061		
<b>Last Updated</b>	5/14/2025				

### Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

The Senior Manager, Human Resources leads multiple human resources functions at the District including Talent Acquisition, Compensation, HR Information Systems, Employee Relations, Labor Relations, Leave Administration (including Workers Compensation), Benefits, Talent Development and Diversity, Equity and Inclusion. The Senior Manager, Human Resources leads teams of Human Resources employees that implement and manage policies and programs that align with the District's strategic priorities and mission and values and create a culture where all employees can feel welcome and valued. This HR leadership role supports the District by:

- Maintaining broad and current subject matter knowledge and expertise in federal and state employment laws.
- Acting as a trusted resource and advisor to leaders, equipping them to engage, coach, develop and empower their employees.
- Facilitating resolution of employee relations and performance management issues
- Creating and delivering clear and engaging presentations on HR topics
- Attracting, developing and retaining a workforce that embodies our values and reflects the diversity of our communities.
- Developing and reporting metrics that measure our progress against the strategic priorities (i.e. employee sentiment, recruitment and retention, DEI, etc.)

This hybrid role offers the flexibility to work remotely while also being present in the office as needed to fulfill essential job functions.

## Accountabilities

### Accountability #1

Leads the Human Resources departments/functions in alignment with the District Strategic priorities and the HR Value Proposition to ensure the District has the culture and capabilities needed to achieve its goals. Engages with District employees, leaders and other stakeholders to communicate and implement HR Programs and services, driving innovation and best practices in people and culture initiatives. Measures and achieves business and employee value through strategic deployment of HR programs, ensuring compliance with labor laws and promoting a diverse and inclusive workplace. Oversees change management initiatives, using data and analytics to make informed decisions and enhance employee engagement and satisfaction.

### Accountability #2

Ensures Human Resources departments/functions are continuously improved upon and remain flexible and adaptable to emergent change by instilling an agile mindset within their team, utilizing continuous improvement and project management tools to drive change.

**Accountability #3**

Demonstrate exceptional business and employee value through collaborative business consultation and partnership with leaders and other stakeholders to understand the District industry, business models and operational deliverables in all divisions; influence, consult, advise, and coach on people matters; engage with leaders to accelerate positive change, agility and innovation and a learning mindset throughout the organization, and provide consultations for individual, operational, and organizational growth and effectiveness.

**Accountability #4**

Achieve the highest level of employee, leader and community trust and confidence in all HR team members, programs, processes and services by demonstrating confidentiality and discretion in sensitive matters; by following ethical practices and acting with integrity without exception and without the actual or perception of conflicting interests; by aligning actions and words with District values; by proactively building and sustaining positive, collaborative and accountable relationships with leaders and employees, and other stakeholders; by ensuring compliance requirements are understood and achieved; and similar responsibilities.

**Accountability #5**

Ensures a positive workplace culture experience that is inclusive, welcoming, and friendly for all employees by strengthening the connection between employees and their leaders; by embedding the District's mission, vision, values and goals in all people and culture programs; by understanding and leveraging the employee-employer relationship from both perspectives; by embedding the value of diverse people, experiences and perspectives in all people programs, processes and services; and by collaborating with leaders to ensure fair, equitable and dignified treatment of all connected to the District internally and externally; and similar responsibilities.

**Accountability #6**

Lead Human Resources departments/functions, building a team of engaged, committed and collaborative HR professionals who are service oriented, human-centric, and relationship focused; by developing their functions and the overall department to act as valued partners, consultants, analysts and advisors to leaders and employees and by collaborating on related people and culture programs and initiatives throughout the organization.

**Accountability #7**

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right

person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

#### **Accountability #8**

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget(s), identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

#### **Accountability #9**

#### **Accountability #10**

### **Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

### **Qualifications – Education and Experience**

#### **Minimum Required Education and Experience:**

Bachelor's Degree in HR Management, Business Administration, Industrial/Organizational Psychology, Organizational Development, Sociology/Cultural Anthropology, Leadership, DEI, or related field, AND

Four (4) years of experience in a progressively responsible professional-level HR position;

OR

Eight (8) years of experience in a progressively responsible professional-level HR position, in addition to having a senior professional HR certification.

***Preferred Education and Experience:***

**Qualifications – License(s) and/or Certification(s)**

***Minimum Required License(s) and/or Certification(s):***

***Preferred License(s) and/or Certification(s):***

SHRM-SCP, SPHR, or similar advanced HR certification  
Agile SCRUM Master  
Agile Product Owner

**Qualifications – Skills and Abilities**

***Minimum Required Skills and Abilities:***

Build and maintain collaborative, influential, and strategic internal and external relationships at all levels  
Analyze complex data (quantitative and qualitative) from multiple sources to identify people and culture drivers and opportunities  
Facilitation and presentation expertise; facilitation of sensitive and difficult subjects and with chaotic or high-tension participants, where the outcomes have lasting impacts to the culture and success of the organization  
Flexibility to navigate both tactical (daily) and strategic demands concurrently  
Raise difficult and complex organizational challenges to stakeholders to resolve barriers to achieving the culture and business success throughout the organization  
Principles of continuous improvement, Agile, Scrum, Project Management and related  
Principles and practice of Interest Based Bargaining (labor/non-labor problem solving/innovation).

***Preferred Skills and Abilities:***

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Senior Manager level.

Adaptability  
Building Customer Relationships  
Building Talent  
Business Acumen  
Coaching  
Communication  
Continuous Learning  
Courage  
Creating a Culture of Trust  
Creating an Inclusive Environment  
Cultivating Networks and Partnerships  
Customer Focus  
Delegation and Empowerment  
Driving for Results  
Driving Innovation  
Emotional Intelligence Essentials  
Facilitating Change  
Financial Acumen  
Guiding Team Success  
Initiating Action  
Inspiring Others  
Leveraging Feedback  
Planning and Organizing  
Positive Approach  
Professional Knowledge and Aptitude  
Strategic Planning  
Stress Tolerance

## Physical Demands

Physical Demands List	Frequency
Sit	Frequent (34-66%)
Walk	Occasional (11-33%)

Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Never
Crawl	Never
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Constant (67-100%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Frequent (34-66%)
Operate foot controls	Never
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Seldom (1-10%)
Use distance vision	Seldom (1-10%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Never
Speak	Constant (67-100%)
Hear	Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

Lifting and carrying - approx 20 lbs maximum

## Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Constant (67-100%)
Understand and carry out complicated oral instructions	Constant (67-100%)
Train other workers	Constant (67-100%)
Work alone	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)

Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)
<b>Comprehension</b>	<b>Frequency</b>
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Occasional (11-33%)
Use intermediate and/or advanced math	Occasional (11-33%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Constant (67-100%)
Plan work activities of others	Constant (67-100%)
Direct work activities of others	Constant (67-100%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Constant (67-100%)
Work for long periods of time	Frequent (34-66%)
Work on several tasks at the same time	Constant (67-100%)

**Additional Mental Demands not listed above and associated frequency below.**

## Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**  
Primarily indoor environment but will do job site visits outdoors occasionally.



Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Occasional (11-33%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

**On-Call Status and Frequency**

**On-Call is required.**

☐ Yes  
☒ No

**On-call activities and frequency.**

**Work Location**

**The primary assignment for this position is:**

☐ Remote  
☒ Office Hybrid  
☐ On-Site  
☐ Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This

position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.